



INSTALLATION MANUAL

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Note: You must be an administrator on your computer to install CoCASA. If you are an administrator who is installing CoCASA for another user, please see the note at the end of this manual.

For technical support, please contact:

CoCASA help desk
National Immunization Program
Centers for Disease Control and Prevention
nipcocasa@cdc.gov
1-800-803-5212

Instructions for installing CoCASA version 1.4

The purpose of these instructions is to guide you through the process of installing CoCASA version 1.4.

Reminder: If you are using a shared database, all users must upgrade to the same version for the application to run correctly.

Please choose one of the following three options (A, B or C) depending on the situation that applies to you.

Option A

If you do not currently have CoCASA installed, simply run the CoCASASetup.exe file. (For installation steps, please refer to the section of this document entitled “Steps for installing CoCASA”)

Option B

If you have CoCASA version 1.1, 1.2 or 1.3 installed or if you have CoCASA version 1.0 installed and do NOT currently have your application pointed to a database other than the database in the folder where the application is installed (probably “C:\Program Files\Centers for Disease Control and Prevention\CoCASA”), please follow the following steps:

- Step 1. Make sure you have a backup of your current database and/or any other databases that you may have used at some point that contain data you may need to save. If you have version 1.1, 1.2 or 1.3 and are using a shared database, please make sure that all users are logged out of CoCASA and have closed out the application.
- Step 2. Uninstall CoCASA (using Control Panel -> Add/Remove Programs -> CoCASA (remove)) (This will not delete any data that you currently have.)
- Step 3. Run the CoCASASetup.exe file: (For installation steps, please refer to the section of this document entitled “Steps for installing CoCASA”)

Option C

If you currently have CoCASA version 1.0 installed on your computer AND you do currently have your application pointed to a database other than the database in the folder where the application is installed (using a shared database would be an example of this), please do the following steps:

- Step 1. Make sure you have a backup of your existing shared CoCASA database and/or any other databases that you may have used at some point that contain data you may need to save. If you are using a shared database, please make sure that all users are logged out of CoCASA and have closed out the application.
- Step 2. Make sure you know the path to the database you are currently using.

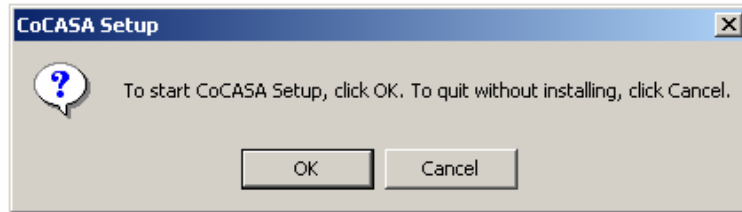
- Step 3. If you are using a shared database, one person must do the following OR if you are not using a shared database, but have done a “Change Database” to point your application to a folder other than the folder where the application is installed you will need to do the following:
- i. Use the “Utilities -> Database Functions -> Copy Database” to copy the database back to the folder where the application is installed (probably “C:\Program Files\Centers for Disease Control and Prevention\CoCASA”) so that the database will get upgraded to version 1.4.
- Step 4. Uninstall CoCASA (using Control Panel -> Add/Remove Programs) (This will not get rid of any data that you currently have.)
- Step 5. Run the CoCASASetup.exe file: (For installation steps, please refer to the section of this document entitled “Steps for installing CoCASA”)
- Step 6. If you are using a shared database, have the person that copied the shared database back to their local drive using the Copy Database function put the upgraded shared database back in its original shared location using the Copy Database function.
- Step 7. If you are not using a shared database, but did have to copy back your database in step 3, please use the Copy Database function put the upgraded database back in its original location.
- Step 8. Use the “Utilities -> Database Functions -> Change Database” utility to change the database back to the proper database (shared or located in a folder other than the folder where the application is installed).

Steps for installing CoCASA

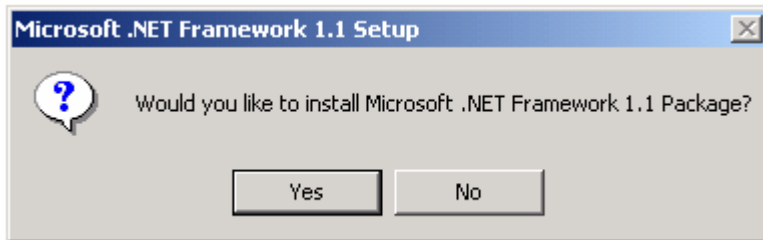
1. The first screen to display will be the progress screen for the CoCASASetup.exe self extracting file.



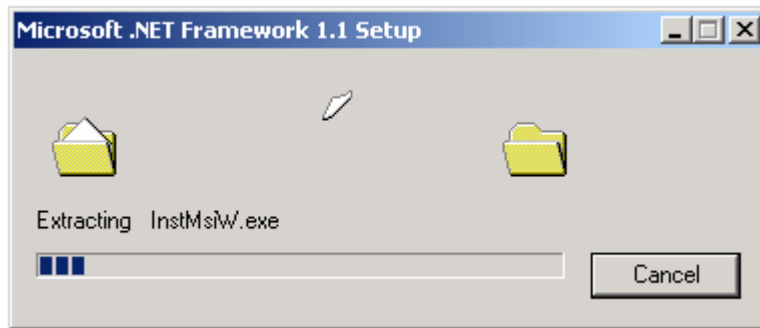
2. You should receive the following screen, click **OK** to begin installation.



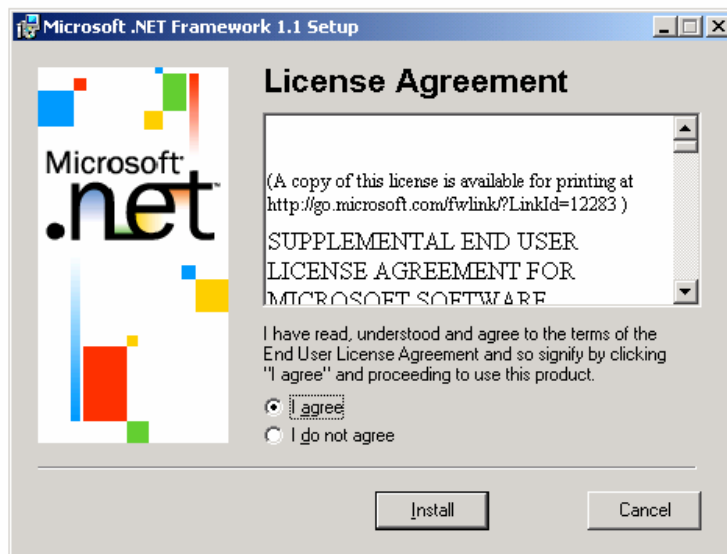
3. Some computers may not have the framework needed to run CoCASA. You may see the following screen asking to install a framework package. Click **Yes** to accept.



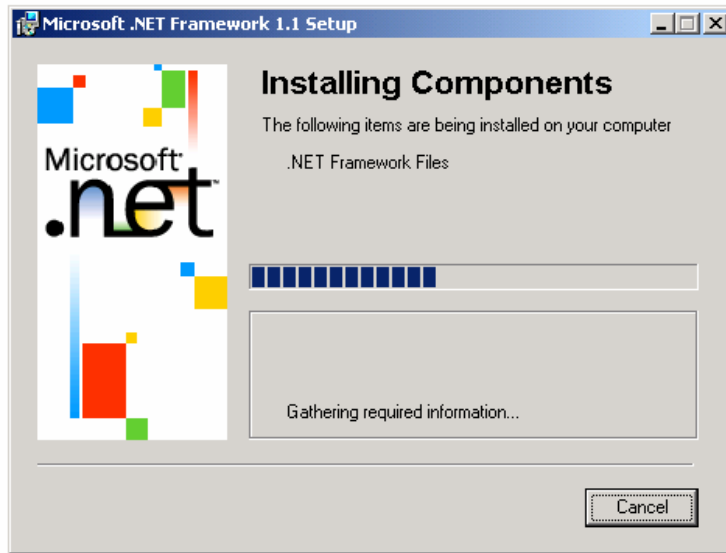
4. The next screen you will see is an extraction progress screen.



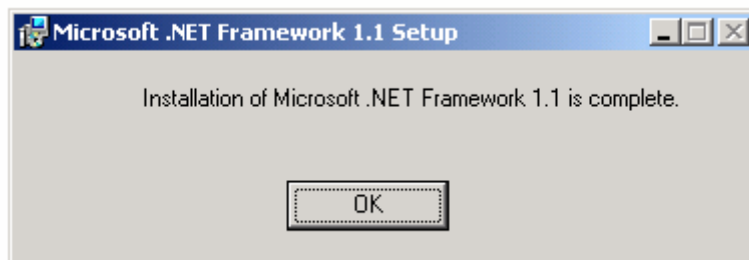
5. Once the framework has been extracted, the next step is to install the framework. First, as an End User you must agree to the License Agreement before installation can begin. Select the **"I agree"** choice and then click **Install**.



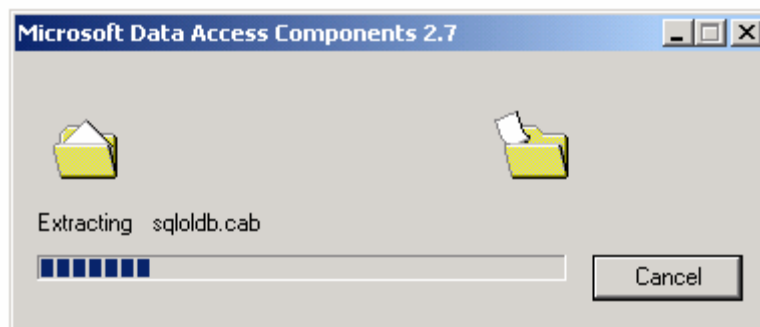
6. After that selection has been made a progress screen of the installation will appear.



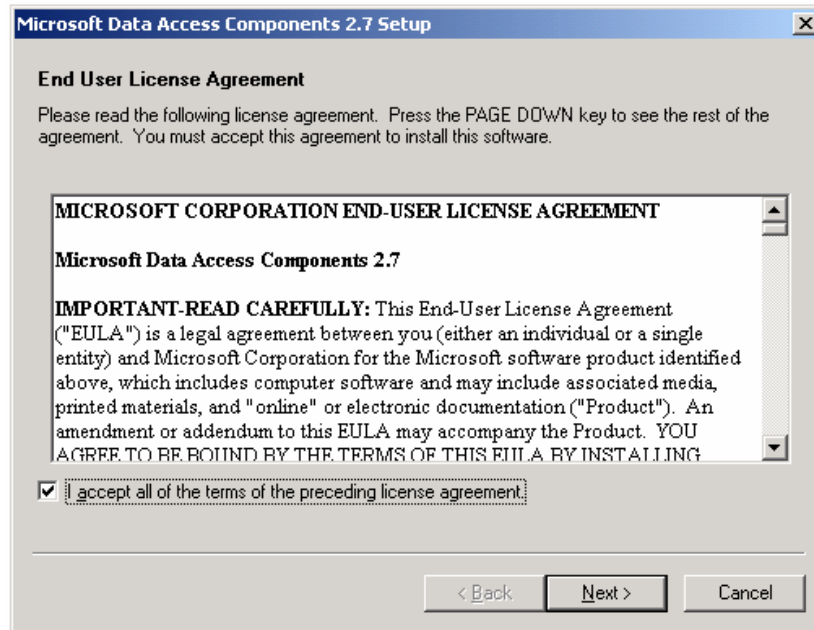
7. When framework installation has been completed you will receive the following screen. Click **OK** to continue.



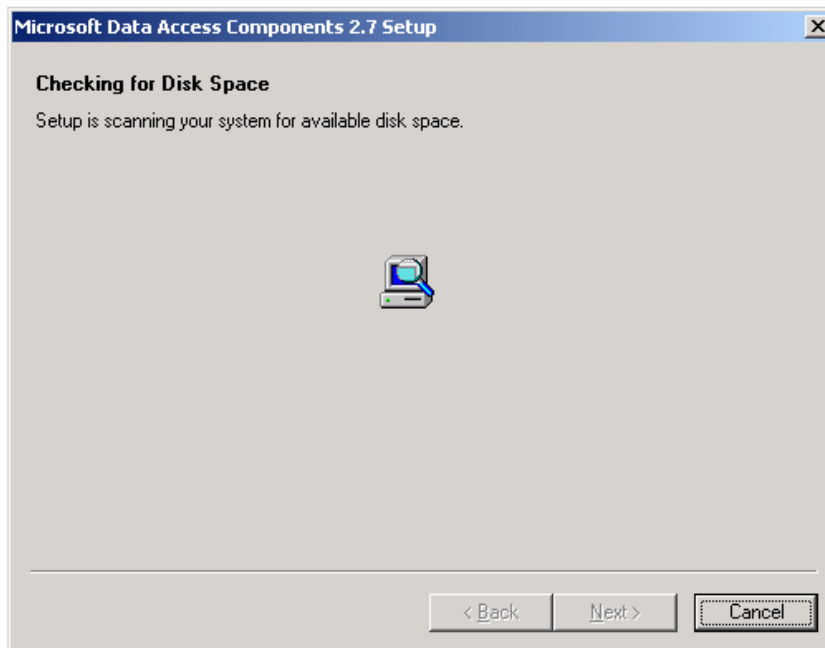
8. Next, if the computer does not have the required version of Data Access Components, the following extraction screen will appear that will install those components.



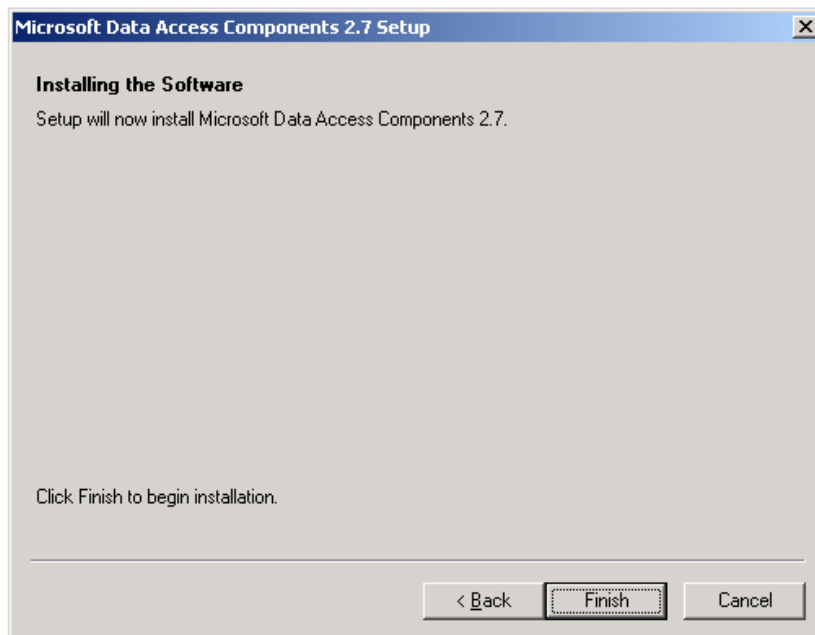
9. Another End User License Agreement screen will appear. Make sure that the “**I accept all of the terms of the preceding license agreement**” choice has been selected, then click **Next** to continue.



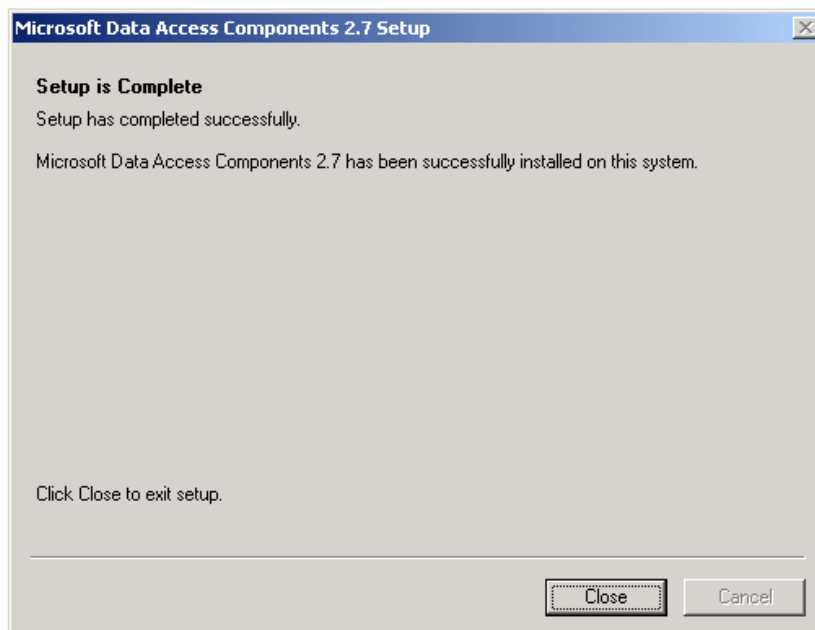
10. The next screen to appear is a setup screen that appears while the disk space is being checked.



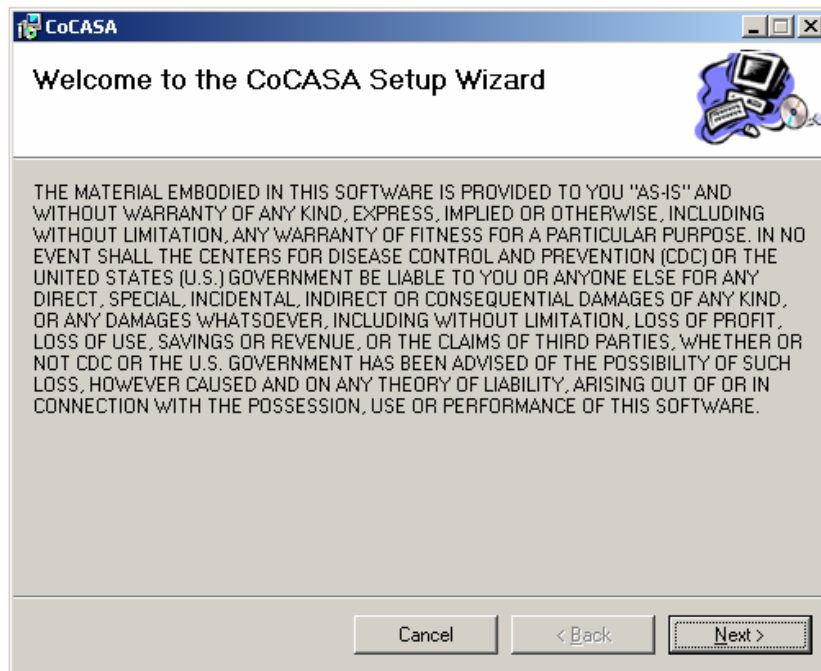
11. Once disk space is verified, click **Finish** to install the Data Access Components.



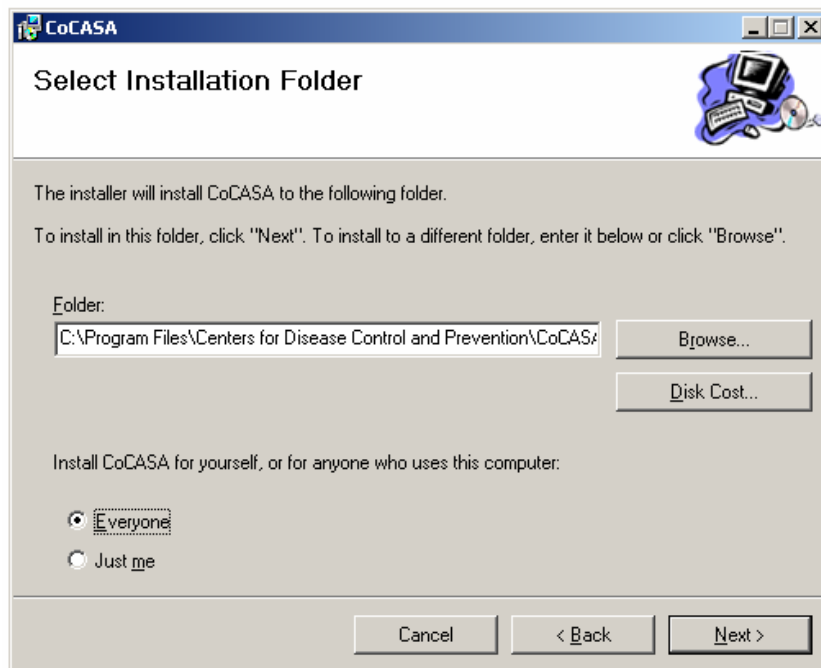
12. If setup has completed successfully you will receive the following screen. Click **Close** to continue with CoCASA setup.



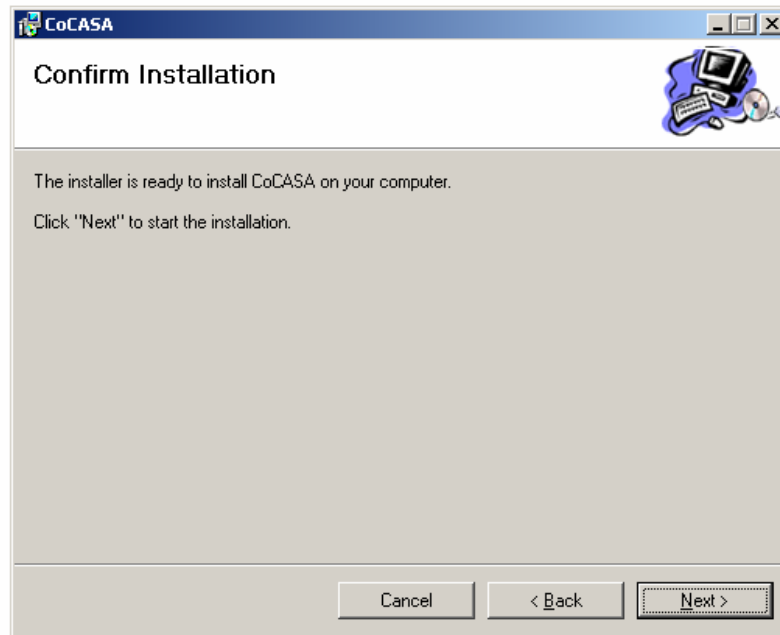
13. Next, you will get the CoCASA setup wizard. Click **Next** to continue.



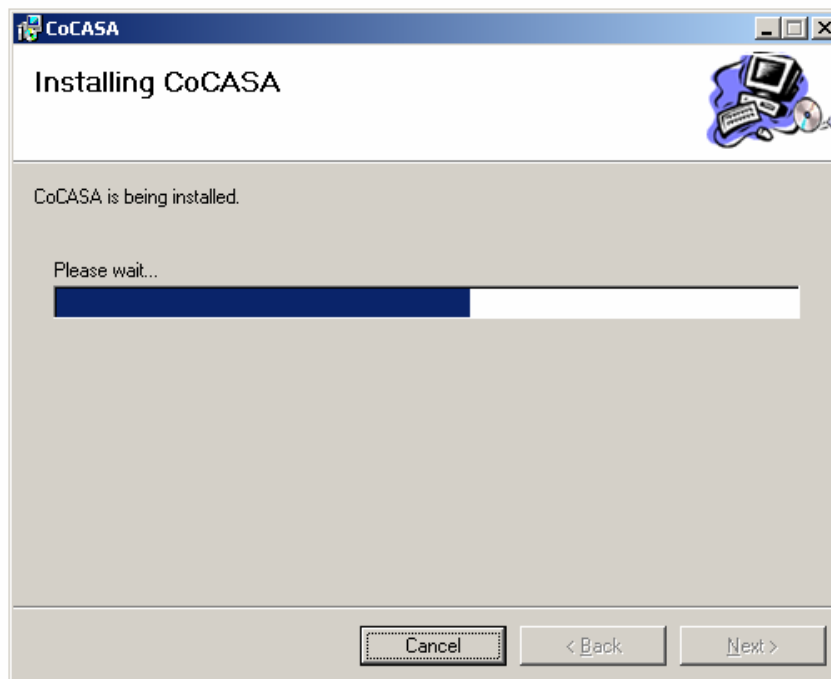
14. Next, you will get another CoCASA setup screen that allows you to choose a specific location for installation. If you do change the location, you should only change the path to a location that is still on that local machine. It may not work properly if you try to install it on another machine on a network. Then choose to install CoCASA for **“Everyone”**, and click the **Next** button.



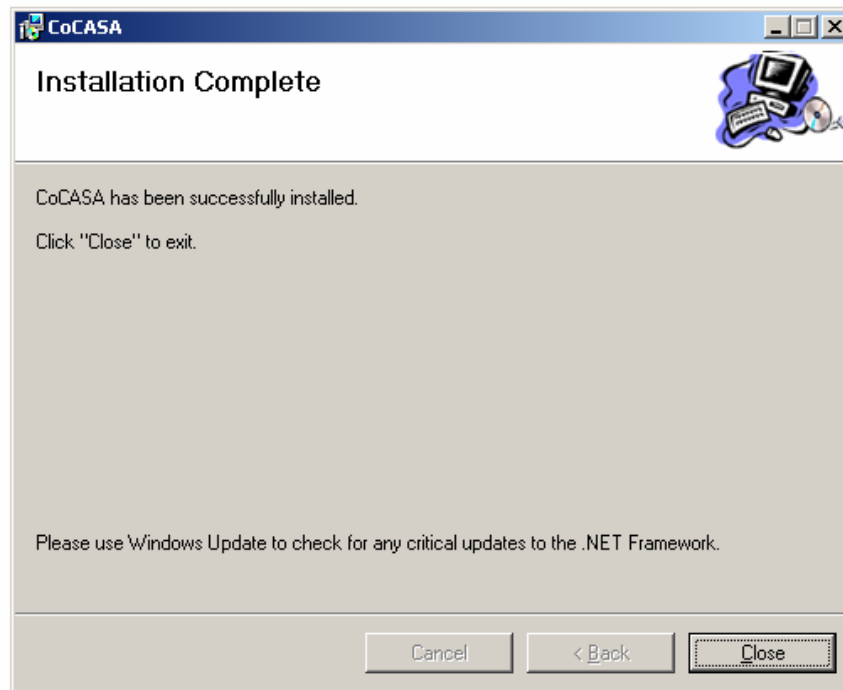
15. The next CoCASA setup screen is to confirm installation. Click the **Next** button to continue.



16. You will then see a screen that shows the progress of the installation.

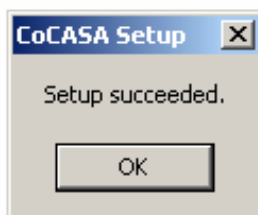


17. Once installation has been completed you will receive a CoCASA Installation Complete screen. Please click **Close** to exit the setup.



Note: You may at any time during the installation process get a message stating that your computer needs to be shut down in order for the installation to continue. If so simply restart your computer and continue with the installation process. Also please note that even if you specify for the computer to restart itself, you may have to manually restart the computer and continue with the installation process by double clicking on CoCASASetup.exe again.

18. Finally, if CoCASA installed successfully a small setup screen will appear that states the setup was successful. Click the **OK** button.



CoCASA will now appear in the programs list of your computer's start menu, and an icon will appear on your desktop.



Note: The installation of CoCASA works best if the user installs the application. If you are an administrator who is installing CoCASA for a user, the user may not be able to run the application from the desktop shortcut or from the start menu. You may need to delete the desktop icon created by the setup, and create another shortcut on the desktop for the user. Also, users must be at least a “power user” to run the application.